

ORD-344-80

20 March 1980

MEMORANDUM FOR: Chairman, Career Service Panel  
FROM : Chairman, ORD Management Advisory Group  
SUBJECT : Agenda Item for May CSP Meeting

1. It is requested that the following item be placed on the agenda for discussion at the May Career Service Panel (CSP) Meeting.

2. It is the recommendation of the ORD MAG that in order to update skills of secretaries in ORD, to improve their potential, the following courses be made available to them with the concurrence and approval of the Career Service Panel. These secretarial courses are being offered at the State Department here in Rosslyn for a ten week period, 1 1/2 hours per day, 4 days per week. The attached copies give more detail regarding the goals of the offered courses:

Beginning Stenography  
Intermediate Stenography  
Advanced Stenography

3. ORD secretaries should be encouraged to attend these courses, either as an introductory course or for keeping existing skills up to date. There have been frequent complaints that secretaries who have passed the Agency test in stenography are never given a chance to use those skills. This course would be an excellent opportunity for a brush-up on skills as well as teaching shorthand to novices.

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Chairman, Management Advisory Group

Attachments:  
As Stated

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